



Janet Napolitano  
Governor

Victor M. Mendez  
Director

# Arizona Department of Transportation

## Aeronautics Division

Post Office Box 13588 Phoenix, Arizona 85002-3588

Barclay Dick  
Division Director

October 26, 2007

Re: FAA and ADOT fiscal year 2009-2013 Five-Year Airport Capital Improvement Program (ACIP)

Dear John S. Bereman:

The Federal Aviation Administration (FAA) and the State of Arizona (ADOT) are pleased to announce the seventh year of our joint effort of updating the five-year Airport Capital Improvement Program (ACIP). Again this year, all submittals will be accomplished via the ADOT Aeronautics Web site. The Airport Capital Improvement Program (ACIP) submittals are due on **Friday, November 30, 2007 at 5:00 pm Arizona Time.**

The process will encompass all your airport submittals. This web based ACIP submission process is very similar to the paper based procedure we have used over the last several years. All project data for each project is available to you on the web site. You will be able to print reports of your material as well. Due to many problems last year, the mapping on the web site will not be used. The Fiscal year project sketches will be uploaded as a pdf file. The ACIP web site is found on <http://www.azdot.gov/applications/acip>.

A user's guidebook to the ACIP web site is available on the Aeronautics Airport Development page for the Five Year Program [W:\PDF\ACIP\\_UsersGuide.pdf](#).

Each airport sponsor has a designated "Web Manager". We have contacted all sponsors and confirmed each person to be this Web Manager. As the sponsors "Web Manager" your Login ID is and your password is. This will give you access to the web site for the airport(s) of your responsibility. A very important aspect of this Login ID/password is you will be the ONLY person who can submit a completed ACIP program to ADOT. You will be able to grant limited access to other staff members and/or your consultants to enter project information.

Mr. Michael Klein, Airport Development Prog. Admin.  
ADOT, Aeronautics Division  
255 E. Osborn Rd., Suite 101  
Phoenix, AZ 85012  
[MAKlein@azdot.gov](mailto:MAKlein@azdot.gov)

Mr. Brian Armstrong, Manager  
FAA Airports Division Arizona Standards Section, AWP-632  
P.O. Box 92007  
Los Angeles, CA 90009  
[brian.armstrong@faa.gov](mailto:brian.armstrong@faa.gov)

If you have any questions, please call any of the FAA or Aeronautics staff. Thank you for your support in this program.

Sincerely,

*Michael Klein*

Michael Klein, A.A.E.  
Airport Development Program Administrator



## **Helpful Guidelines for the ACIP Process**

Airport Capital Improvement Program (ACIP) submittals are due **Friday, November 30, 2007**. ACIP can be submitted before this time.

Please note:

- ❑ Under current authorization, state grant amounts will be capped in order to ensure a broad distribution of grant dollars to Arizona airports. We anticipate the Statutory (10% of available development funds) will be approximately \$2.1 million (**tentative, subject to change**).
  - ❑ Airport sponsors should evaluate the Runway Safety Areas (RSA's) at their respective airports. As a result, sponsors should be able to certify that their RSA's either meet current airport design standards in accordance with Advisory Circular 150/5300-13, (available at [www.faa.gov](http://www.faa.gov), Regulatory/Advisory Section) or that they have included/identified projects in their five year ACIP to improve the RSA's to the maximum extent practicable. RSA, RSAT and Part 139 projects carries higher priority for federal funding and needs to be clearly identified as one of the airport's high priority projects in your ACIP submittal.
  - ❑ One of the FAA's highest priorities is to reduce surface incidents (vehicle/pedestrian deviations) and runway incursions at the nation's airports. Airport sponsors should evaluate their airport to identify any locations or areas that lend themselves to surface incidents and runway incursions and develop a plan to mitigate that potential. Sponsors should be able to certify that they have evaluated their airport and have included projects, as appropriate, to mitigate the potential for runway incursions in their ACIP.
  - ❑ The ACIP Web Site includes instructions for entering the ACIP information. A more **detailed** discussion is available on the Aeronautics web site. The document is titled "[ACIP Web Handbook](#)" and is located on the Airport Development/Five Year Program Guidelines web page.
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- ➔ The ADOT 5-year ACIP web site is **now available** for submittals.
  - ➔ Please submit projects for only the fiscal years **2009 through 2013**. If you have no projects for any particular year, please leave that year blank.
  - ➔ The **Program year is 2009**. This is the **same for all five fiscal years**.
  - ➔ The **fiscal years are 2009, 2010, 2011, 2012, and 2013**.
  - ➔ The state fiscal year is July 1 to June 30.
  - ➔ The FAA fiscal year is October 1 to September 30
  - ➔ All projects must be on an **approved ALP** or a recently submitted ALP to the FAA. Projects not on an approved ALP will be rejected.
  - ➔ Attach the project sketch using the ALP as a base map of all the projects as a pdf file. (No more drawings online!) **This needs to be done BEFORE any data entry**.
  - ➔ Project Sketches should include all projects for that fiscal year on one sketch. Five fiscal years – Five sketches!
  - ➔ Each project must be labeled on the sketch to match the database information.
  - ➔ Enter each project's data into the database.

- ➔ The **Project Description** should be brief – **What** are you doing? **Must include location and dimensions!** Only one total project per description. Do not combine different project components e.g. apron and ARFF vehicle.
- ➔ Projects can be phased. Include Phase number in Project Description.
- ➔ **Example Project Description – Construct South Apron expansion and apron lighting – 300 x 300 feet, approx. 10,000 sy.**
- ➔ The **Project Justification** should be brief – **Why** are you doing this project?
- ➔ **Example Project Justification – Existing apron is full of parked aircraft. The expansion is needed to increase aircraft parking capacity.**
- ➔ **Environmental Assessments take a year to complete. The EA should be in one fiscal year and the project is to be in the NEXT fiscal year.**
- ➔ **Design only projects take a year or more to complete. The design should be in one fiscal year and the construction of the project is to be in the NEXT fiscal year.**
- ➔ **Incomplete or incorrect project descriptions and/or justifications will be rejected and returned to the sponsor for revisions.**
- ➔ **Need help? Call your ADOT representative on the attached list.**
- ➔ **Question on eligibility? Call FAA or ADOT. We will help you.**
- ➔ **Need a meeting with ADOT and/or FAA to discuss ACIP program or problems? Call us!!**
- ➔ Once all information is entered, only you, the web manager, can submit this information to ADOT Aeronautics/FAA. **Your ADOT issued password is your “official” signature.**
- ➔ Once submitted, no changes to a project can be made to a project unless it is returned by Aeronautics.
- ➔ ADOT will review your ACIP submittal, and if necessary, contact you to clarify issues. If additional work is required, ADOT Aeronautics will return your submittals via the web site with guidance on what effort revisions to be completed.
- ➔ When the material is completely reviewed by ADOT, it will be accepted into the database used to produce the five-year ACIP Program. Then the ADOT approved five year ACIP program will be submitted to the FAA.
- ➔ *FAA is requesting that each sponsor print the accepted ACIP Program as approved by ADOT (there is a printable version of the entire data you have entered), sign it and send it to FAA. Although this data will be transmitted to the FAA after ADOT approval, FAA wishes to have a backup version. There is no requirement to send any further documentation. This will be accomplished through the ACIP Web site process.*

**Other Issues sponsor should consider for their respective ACIP submittals**

- ✓ **What is the age of the current Master Plan?**
- ✓ **Is the Airport Master Record (5010) record current and reasonably accurate?**
- ✓ **Is the Property map current?**
- ✓ **Does the sponsor use the Letter of Credit for payments?**
- ✓ **Does the sponsor have any aged grants?**

## Questions?

### FAA Los Angeles Airports District Office

Brian Armstrong, Manager	(310) 725-3644
Ruben Cabalbag, Assistant Manager	(310) 725-3621
Eric Vermeeren, Senior Program Manager	(310) 725-3631
Kimchi Hoang, Program Manager	(310) 725-3617
George Buley, Program Manager/Planner	(310) 725-3771
Margie Drilling, Planner	(310) 725-3628

### ADOT Aeronautics Airport Development

Michael Klein, Program Administrator	(602) 294-9144
Kenn Potts, Airport Projects Planning Manager	(602) 294-9144
Tammy Martelle, Airport Projects Manager	(602) 294-9144
Matt Smith, Airport Projects Manager	(602) 294-9144

Please have all data entered into the web site no later than **Friday, November 30, 2007 at 5:00 pm.**

## ACIP SUBMITTAL DISTRIBUTION

<b><i>Kenn Potts</i></b>	<b><i>Tammy Martelle</i></b>	<b><i>Matt Smith</i></b>
Avi Suquilla	Bisbee-Douglas	Bagdad
Buckeye	Benson	Colorado City
Chandler	Bisbee	Cottonwood
Chinle	Casa Grande	Flagstaff Pullium
Cibecue	Cochise County	Grand Canyon West
Eric Marcus	Coolidge	H.A. Clark
Ganado	Douglas	Holbrook
Glendale	Eloy	Marana
Kayenta	Ernest A. Love	Payson
Kingman	Gila Bend	Phoenix Deer Valley
Lake Havasu	Falcon Field	Phoenix Goodyear
Laughlin/Bullhead	Greenlee County	Phoenix Sky Harbor
Page	Kearny	Rolle
Polacca	Nogales	San Carlos Apache
Scottsdale	Ryan Field	Seligman
Sedona	Safford	Show Low
St. Johns	San Manuel	Springerville
Taylor	Sierra Vista	Tuba City
Superior	Tombstone	Window Rock
Wickenburg	Tucson International	Yuma
White River	Williams Gateway	Winslow Lindbergh